

R E S T R I C T E DPACMIRS
Camp Ritchie, Md.

9 July 1945

OPERATIONAL MEMORANDUM)

NUMBER

2)

SUBJECT: Advance Copies of Translations

1. The preparation and dispatch of advance copies of partially checked and unedited translations is intended to expedite the transmission of urgent material as well as material of limited interest and value. In this memorandum, "translations" will refer to manuscripts prepared by translating teams or sections after the original document has been presented to the PACMIRS Panel.

2. Request for authority to dispatch advance copies of translations will be made in writing on PACMIRS Form AC. This request will be directed to the Chief, PACMIRS, and will be routed first to the chief of the section making the translation and then to the Priority Control Officer. The officer making the initial request will provide the following information, or as much of it as he can supply:

- a. Document number, Item and Bulletin Number,
- b. Title of subject matter,
- c. Status of translation, checking, or editorial processes,
- d. An indication of the urgency involved and an estimate of the deadline date beyond which the translation will be of no value,
- e. The agency or headquarters for whom an advance copy should be furnished and the name of the officer to whom it should be directed,
- f. Recommendation as to whether further publication by PACMIRS should be made after the advance copy has been dispatched,
- g. The number of advance copies to be prepared,
- h. Remarks: to include an estimate of the editorial and production difficulties that might be encountered if the translation were to follow normal routing and production.

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2. Upon receipt of request for advance copies (PACMIRS Form AC), the Chief of the section doing the translating will add his comments and recommendation and forward the request to the Priority Control Officer. The latter will complete Form AC, supplying any basic information which has been omitted and forward the request to the Chief, PACMIRS, with his recommendation. The Chief, PACMIRS will indicate approval or disapproval to the Priority Control Officer who will notify the officer making the initial request and will also implement the approval, if given, by having an appropriate number of copies of the translation prepared.

3. If the dispatch of an advance copy is approved by the Chief, PACMIRS, he will indicate whether:

- a. Further processing and publication will be continued,
or
- b. Whether no further publication by PACMIRS is contemplated.

In case of the latter the Priority Control Officer will prepare additional advance copies to be distributed as follows:

One (1) copy to Chief, Military Branch, MIS,
One (1) copy to Supervisor of Reports, MIS,
An additional typed copy will be retained at PACMIRS
with the original document.

4. Advance copies being dispatched from PACMIRS either by mail, pouch, or by hand will be accompanied by a letter of transmittal substantially in the form indicated in the draft attached hereto to be prepared for the signature of the Chief, PACMIRS. The letter will be prepared in quadruplicate, copies to be distributed as follows:

- a. Original and one copy to the addressee,
- b. One (1) copy for Headquarters Section file after routing to Document Group,
- c. One (1) copy for the section making the translation after routing to the Liaison Officer concerned, or to the Research Control Officer, if concerned.

5. All advance copies dispatched from PACMIRS will bear the following note at the top of Page One:

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" This is a partially checked and unedited copy of a translation made by PACMIRS and is subject to correction, addition, and revision. Future publication of this material should refer to PACMIRS as the translating agency. Permission to lower the classification of the material must be requested from the Military Intelligence Service. Future publication of the same translation by PACMIRS should not be taken as confirmatory of the information contained herein."

Eugene A. Wright
EUGENE A. WRIGHT
Major, Infantry
Acting Chief

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